

## SKAGIT COUNTY JOB DESCRIPTION

**TITLE:** Resource/Interview Specialist  
**DEPARTMENT:** Prosecuting Attorney  
**REPORTS TO:** Prosecuting Attorney

**OCCUPATION CODE:**  
**SALARY RANGE: 21**  
**\$18.32 to \$19.63/hour DOE**

### **Summary:**

This exempt, non-represented position is responsible for interviewing child victims of sexual assault and physical abuse and necessary follow up to assist in the prosecution of defendants, including but not limited to testifying in court. Further, this position administers grants for the Prosecuting Attorney's Office, maintains statistics, tracks program progress reporting, and helps write grants as needed.

### **Essential Job Duties:**

- Interview child victims of sexual assault and physical abuse as requested.
- Interview special needs adult victims as requested.
- Document interviews; maintain detailed records of all interviews and statistics; willingness to be audio and video recorded is required.
- Assist prosecutor and law enforcement on assigned cases working with victim's family.
- Assist investigators in interviewing victims and witnesses of other crimes as requested; conduct courtesy interviews for police agencies in other jurisdictions and for all law enforcement agencies in Skagit County; work with interpreters to gather information from disabled children.
- Testify in court as requested; provide report and/or transcript of interviews; provide assistance to the Prosecuting Attorney's Office as requested.
- Provide training to public, attorneys and law enforcement on child sex abuse issues.
- Network with community agencies to maintain compatible working relationships.
- Attend interdisciplinary meetings/ staffings of the sexual assault team
- Participate and assist in the formation of a child advocacy center in Skagit County.
- Administer grants as to statistics and required program progress reporting.
- Assist in writing new grant applications as requested by the Prosecutor.
- Monitor grant requirements and communicate with office staff to maintain compliance.
- Arrange trainings and any associated travel requirements as dictated by respective grants.
- Work with Office Supervisor or other staff to coordinate program issues with financial aspects of the respective grants.
- Attend grant-related task force and/or other program team meetings.

**Peripheral Job Duties:**

- Other duties as assigned.

**Skills, Knowledge and Abilities:**

- Knowledge of legal procedures and terminology
- Knowledge of criminal procedure
- Knowledge of standard clerical and office procedures. Knowledge of rules of grammar, spelling, punctuation and word usage
- Operation of standard office equipment including laser printers, fax machine, copy machine and calculator, typewriter and computer
- Knowledge of Microsoft Windows, Word and Outlook
- Ability to work with federal, state and local grant agencies and on-line procedures
- Effective written and oral communication skills. Ability to communicate tactfully and effectively with the public, law enforcement and defense counsel, often under challenging circumstances
- Ability to prioritize workload, which is detailed, varied and complex, and work independently
- Ability to exercise sound judgment
- Ability to work under pressure, meet deadlines and copy with interruptions
- Must possess a valid Washington State Driver's License, unrestricted except as to vision, prior to appointment. Must be a United States citizen; minimum 21 years of age, no maximum age. Daily dealing with distraught or difficult individuals; daily operating a motor vehicle on public roads. Shift, holiday, weekend and overtime work may be required.
- Must consent to and pass a criminal background check and polygraph exam

**Education and Experience:**

- At least three (3) years experience interviewing child victims of physical or sexual abuse in association with a law enforcement agency AND at least sixty hours of formal training (via seminar or other similar format) in the area of child abuse investigation and/or child interviews; OR, equivalent training and/or experience which provides the required knowledge and abilities. Familiarity with grants and grant funding requirements.

**Physical Requirements:**

- Ability to hear, speak and see
- Extended periods of sitting
- Ability to access files from floor level to top of 5-drawer filing cabinet
- Ability to lift boxes of up to 40 pounds

**Working Conditions:**

- Work is performed in an office environment